App. F. IX-4

Previous References

1932-3
(Geol)

File No. 69-32
Serial Nos. 2.4-10

Later References
Geol 4.5-33 (1-5)

(AS)

General and Revenue Secretariat.

Serial Nos.
Rights

Part B for Appointment

SUBJECT.

Appointment of Head Clerk in the office of the Director of Geology.

D 5869 & 18.5.33

to Dir of Geology

I hold that the present arrangement may be continued for some time longer

12

2915.

Appointment of Ho. Clerk in the Office of the Director of Geology.

General and Revenue Secretariat

[App. F. III—2

File No. 62 of 1932

Serial No.	
2	From the Director of Geology, No. 5236-20 of 31st January 33. Requesting approval of Govt. to his recommendation to the appointment of Mr. B. William as offic Asst. & to advertise the Head clerk's post on Rs. 77-6-100 turn, the 6. RPs orders are passed about the appointment of Mr. William as acting Offic Asst. on Rs. 100-10/1-150 & the file is sent to the Financial Bureau for Communication to the Comptroller, which to be sent up after receipt. The Director's recommends that the post of the Head Clerk, may be filled up by direct recruitment from the GRPs by a qualified graduate with Offic experience. The Vacancy is stated to be a Special one Spend to Candidates of backward Communities, Submitted for orders. Yes. 7/2/33. V.
3	I believe there are some Supernumeraries in the Secty Yet to be absorbed - I remember Messrs Bhargavi & Srinivasayya representing that they were supernumeraries & had no permanent place in the Secty. Whether Mr Bhargavi was ever recommended

NOTE—Contn. Sheet.

WD 70—GBPM—60,000—13-8-31.

2915 (9) Advertising the Vacancy of Head Clerk in the Geological Dept. 1981/8

File No. 62 of 1932 — General and Revenue Secretariat

by the C.S.B to be absorbed in the Co-op. Deptt but owing to some difficulty the proposal fell through – The Secys. G.R.S may perhaps be asked if there are supernumeraries at present to be absorbed and if so what their pay etc happens to be.

Dy. Secy) 28 7/2/33

The Registrar.

4 Asst. 10.2.33.

5 OS 10/2

Subd 6

The details of supernumeraries in the S.R.S. are noted below:-

1 Mr. V. Srinivasaiya. Age 43 years. Joined Service in Mar 1911 Accts (Laws) & Typing. — Supy: Clerk on Rs 75/- p.m. in the S.R.S from 1.7.31, from the date of abolition of the Ec: Cmtee Office. (1) He was Senior Clerk on Rs 75/- in the Board of Industries for 7 years before Ec: Cmtee was abolished (2) Prior to his transfer to S.R.S. he was Head Clerk of the Office of the Bd: of Agri. for over 6 yrs.

2 Mr. R. Pattabiraju Age 50 years. Lower Secondary. Entd. Service on 16.4.09 — Do — [illegible]

3 Mr. Mahomed Ali S.S.L.C. Finished U.D. course. Joined service on 28.1.29. — Supy clerk on Rs 36/- p.m. from 1.7.31. (3) He was Cantonment Clerk on Rs 30/- p.m. in the Ec: Cmtee for a year & a half from 1.12.29 before his transfer to S.R.S.

11/2/33 Secy) 11/2

Asst. 13.2.33

Serial No.

7 He says that his claim have been overlooked. That instead of the vacancy of Head clerk in the office of the Director of Geology being filled up by promotion it has recommended to be filled up by advertisement. I think so.

Asst.
9.2.33.
9/2

8 Submitted:

The proposal of the Director of Geology re filling up of the Head clerk's post of his office by advertisement has been submitted to the Dev. Secretary on 7.2.33 (vide D. 2918).

9/2/33.

9 It has been sent back to-day with the Ref.

Dev. Secy.) 10/2/33

10 But if there are graduate in the office what is the reason for the Director to say that they are not fit. Could he not say them for meeting. What guarantee is there that the new man is going to be any better. If the vacancy is a special one I understand that a non Bramin graduate is also there.

Asst.
11.2.33 Dispatch

11. Put up with file 11/2

NOTE—Contn. Sheet.

WD. 70—GBPM—60,000—13-8-31

12 A draft D.O. is submitted
MR
14/2
for
To the Govt of Ind, Finance D.O. No D 38 9/3 14/2 dated 15/4/33 4

calling for certain information referred in para 10 above.

From the Govt of Ind D.O. No D 5236-25 dated 23/4/33 5-

Furnishes information called for in D.O. of the above.

14. Subd with reference to para 10 above

In paras 4, 5, 6, 7, 8, 9, 10, 11, and 12 of his confidential letter, the Govt has explained in detail why he does not wish to fill up the Head clerk's place by promotion from the existing staff. In para 13, he says that he wants a new man (graduate) as Head clerk with good office experience: for these ends. It is for orders of his proposal to fill up the vacancy by direct recruitment may be sanctioned.

Sd 15- Kind reference is also invited to Nos 3 to 6 of the notes on the question of absorbing one of the Supernumeraries working in the Secretariat, in the present vacancy.

27/4/33

16 The vacancy will have to be advertised as recommended by the Govt or one of

Sec B may see
MP
17/4/33

3241/15

General and Revenue Secretariat | File No. | of 193 . | [App. F. III—2

Serial No.

Re Supernumeraries - Re Staff absorbed

Dev. Secy)

27/2/33

17 The Director wants a man who is well conversant with office work. The post may be filled up by the absorption of one of the Supernumeraries of the Secretariat

First Member.

Asst. 28.2.33.

28/2

OFFICE FIRST 28 No. S.S.V.6.

18 How the appointment of Mr. Nathan as Office Asst. been sanctioned? How many men are there in the establishment of this office & what is their pay? There is not much work in this office and it is necessary to see if there is any scope for retrenchment here -

Secy 1/3/33

Asst. 1.3.33.

1/3

19 Submd. The file (C.V.6-32) relating to the appointment of Mr. Williams as Office Assistant is submitted (flag 9).

2 A draft-enquiry is for approval.

TYPING SECTION 4. MAR. 1933 GENL. & REV. SECT.

3/3/33

Secy

Dy Secy

4/3

NOTE—Contn. Sheet.

WD 0246 -GPB—15,000—22-8-32

3 M.1

6 Filling up the Post of Head Clerk in the Geological Dept.

File No. 62 of 193 | General and Revenue Secretariat

No. D. 4491 & 7.3.33 6

To - The Director of Geology

Calls for information re Pay & Service of Officials in his office together with Statistics of business.

Govt A Gnl 7/3/33

From the Govt Geol. 7

No S-236-29 dated 23/3/33

Furnishes information called for in Sl 6 above.

Govt Gnl 28/3/33 Submd with reference to para 1 of above. The file (Geol 62-32 & flag 9) about the appointment of Mr. Williams as acting Head Asst. in grade 100-10-150 is enclosed herewith.

23 The business statistics furnished by the Director show that the average number of receipts and issues per day comes to about 6, taking only the working days in the year into consideration. This seems to be too little work for an establishment consisting of 8 hands including the Personal Assistant. It must be possible to reduce at least one hand in the establishment by a further re-distribution of work. Now that the place of the Hd. Clerk has become vacant it may be kept so for sometime, say for a period of 6 months, and the Dir. asked to try to manage the work with the remaining hands by a suitable distribution

Ref. Collectorate Geol 47-32-(1-) Govt Gnl 28/3

CIVELOPM

Serial No.

of Work. The position may however be reexamined at the end of 6 months.

Dated with reference to the Accountant's remarks in para 18 of the notes.

29/3

24 There is no need to have two Ministerial heads in such a small office like this. The Personal Asstt (practically Manager) there appears to be no need to fill up the Hd. Clerk's place.

29/3/33

Dy. Secy)

First Member.

25

26 Please say that on examination of the Statistics of Work and of the distribution of Work furnished by the Dir Shows that there is no need for filling up the post of Head Clerk and Vacant. This reduction in the strength of the staff should neither impair efficiency nor lead to any accumulation of Work. The necessary readjustment of Work among the available staff may be made

30/3

30 MAR. 1933 No 6-3-K-3

NOTE—Contn. Sheet.

WD 70—GBPM—60,000—13-8-31

1/4/33

1/4/33

Filling up of the Head clerk's post in the Geological Department

Geol 8

36 Cl.

File No. 62 of 1932

General and Revenue Secretariat

27

A draft is subd for approval

Gnl
3/4/33 Q

Mme
2
3/4/33

No. D. 5087 G & S. 4.33

The Director of Geology

States that there is no need for filling up the post of the Head Clerk & necessary readjustment of work among the available Staff may be made.

B
2 3/4/33
..S.E.C..

From the Dir of Geol

no 52-36-32 dated 3/5/33 in the cover enclosed

Request that the orders passed in G & above may be reconsidered that he may be permitted to fill up the post of Head Clerk by direct recruitment through the C-R-B.

Subd with reference to para 26 above.

In para 2 of his letter dated 3/5/33 the DIR gives in detail the duties of Head Clerk. He is the first clerk of the Office and as he is responsible Official among the clerks he has to possess good Office experience. He attends to all General correspondence & is the only case-worker in the Office.

~~In para 3 it is reported that if the responsible work of Head Clerk is distributed~~

Serial No.

30

Attention is respectfully invited to Orders in para 26 above. The Director states that it is not possible to distribute the work that was being attended to by the Head clerk and regrets for reconsideration of Orders already passed. ~~A Manager~~ Whether a Head clerk in addition to a manager on 100-10-150 for a small office of the kind is necessary and whether the manager can not attend to case work also is for Consideration —

KOR Dep Secy KP 10/5

Second Member of Council. 11 MAY 1933 No. 3 SC

Second Member.

31 Asst. 10.5.33 1/11/5

32 I agree with the Finance that the statistics furnished do not justify the necessity of a Hd Clerk. The present arrt may be tried for some time longer

JIO 14/5

SSO 15/5 Asst. 15.5.33

Submit with a draft for approval

GW KP 16/5

Issue SSO 16/5

TYPING SECTION 16 MAY 1933 SECY

NOTE—Contn. Sheet.

WD 0246 —GPB—15,000—22-8-32

4365
10

File No. 62 of 1932

General and Revenue Secretariat

The Director of Geology
No. D. 5869 & 18.5.33
States that the present Arrangement may be continued for some time longer

40

GCO – 62-32-2

GOVERNMENT OF MYSORE

(1)

Telegraphic Address:—"GEOL."

MYSORE GEOLOGICAL DEPARTMENT.

No. 5236-20

Bangalore, 31st January *193*3.

2915

FROM

A. M. SEN, Esq., M.Sc., F.G.S., etc.,
Offg. *Director of Geology in Mysore,*
Bangalore.

DEVELOPMENT S...
1. FEB. 19...
2/2/33

S.Abdul Wajid, Esq., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Development Department, Bangalore.

DEVELOPMENT BRANCH.

SIR,

Adverting to my letter No.5236-17 dated 23rd December 1932, in which I recommended the appointment of Mr. B.William, B.A., Head clerk of this office, to act as office assistant, vice, Mr. N.Narasimha Iyengar, retired from service from 27th December 1932, I have the honour to submit the following proposal for the favourable consideration and kind approval of Government.

The office assistant is the head of the ministerial staff of the department and does all the duties expected of an office manager and is of general assistance to the Director in the execution of all office work. As already stated in the above letter, I consider that Mr. B.William is well qualified for this post; I have accordingly recommended him to act as such in the first instance, and the approval of Government to this recommendation has been solicited.

During Mr. William's appointment as office assistant, it is absolutely necessary that a Head clerk should be appointed in his place; as the departmental work is suffering for shortage of hands. The first grade clerk of this office is designated as Head Clerk; he is in charge of all general correspondence, preparation of drafts and maintenance of all mineral and royalty statistics and other allied duties and is practically the only case-worker in the office. As such it is necessary that he should be well acquainted with office work and should be a graduate with a good knowledge of English. In the absence

of the office Assistant, either through illness or for any other cause, the Head clerk would be in charge of the office and would have to take all responsibilities of the office assistant.

I regret to state that I do not find any one from amongst the existing ministerial staff of this office suitable at present for the responsible position of the Head clerk. So I beg to recommend that the post of the Head clerk may be filled up by direct recruitment through the Central Recruitment Board, by a qualified graduate with good office experience and a good general knowledge of English. As the pay of the Head clerk is Rs.77-6-100/- I feel confident a suitable candidate of the required qualification would be available.

Owing to the recent retirements of Messrs. N.Narasimha Iyengar (Office Assistant) and B.A. Joshi (Head Draughtsman) in December 1932, the percentage of appointments held in this office at present by the non-gazetted members of the ministerial branch is 55.6 for non-Brahmins and 44.4 for Brahmins. The last permanent vacancy in this office staff which was a General one was filled up by a Brahmin; and as the counting of vacancies afresh would begin with the present vacant appointment of the Head clerk, this vacancy according to Rule 14 (b) of the Recruitment rules would be a special one as 2 out of 3 vacancies would be "special". So under this rule this special vacancy would be open to candidates of backward communities possessing the required qualifications.

Under the above circumstances, I beg to request that Government may be pleased to consider favourably the above recommendations regarding the filling up of the posts of the office assistant and the Head clerk of this office.

Early orders of Government are solicited.

I have the honour to be,
Sir,
Your most obedient servant,

Offg. Director,
Mysore Geological Department.

Bs.31/1

Appendix F G—1

(3

SUBJECT.....

.....

.....

Section Genl

Diary No. of letter replied to..... Confdl File No. 62-32

Serial No. 4

Do. No. J 3893

General and Revenue Secretariat

( )

the *193* .

~~To~~

.....

Date of issue 17/1/33

Signed by.....

Dear Sir,

With refce to your letter No S 2 36-20 of 31.1.33 requesting orders for the appointment of a graduate in the vacancy of Head Clerk in your office by direct recruitment, I am desired to enquire why you consider the graduates in your office to be unfit for the place, and whether you could not try them for some time, as a new man may not be any better.

List of enclosures.....

Copied by.....

Examined by.....

[over

4

It is understood that a

Non-Brahmin graduate is

available in your office

if the vacancy is a special

one.

An early reply is

requested.

Yours sincerely,

8/

12/2/33

To A. M. Lee Esq:

Offg. Dy Secy.

2

Confidential- D.O No 5236-25 Geol. 62-32-5

A.M. Sen, Esq., M.Sc., F.G.S., &c.
Offg. Director of Geology.

Mysore Geological Department.

Bangalore, 21st Feb. 1933.

D 3241/23

Dear Sir,

With reference to your Confidential D.O. No. D 3893/Geol. 62-32, dated 14/15th February 1933, enquiring why I consider the graduates in my office to be unfit for the post of Head clerk, rendered vacant due to the appointment of Mr. B. William, B.A., as acting Office Assistant and if they could not be tried for some time as a new man might not be any better, specially when a non-Brahmin graduate was available in my office in case of the vacancy being a special one, I beg to make the following observations on the subject.

2 In my letter No.5236-20, dated 31st January 1933, I have clearly stated in para 3 the duties and responsibilities of the Head clerk of this office; and in para 4 I have also said that I do not find any one from amongst the existing ministerial staff of this office suitable at present for the responsible position of the Head clerk. So I have asked to fill up the post by direct recruitment by a qualified graduate with good office experience and a good general knowledge of English.

3 When I made this recommendation I was fully aware of the qualifications of the existing staff of the office and that is the very reason why I used the expression "Suitable at present". Now that you have enquired why the present graduate clerks of the office are not considered by me fit for the post of the Head clerk, you have driven me to the necessity of expressing my opinion in writing which I tried to avoid in my original letter.

4 In addition to the present acting office assistant, Mr. B. William, there are two more graduate clerks in the ministerial staff of this office, namely (1) Mr. H.J. Rudrappa, Accounts clerk, in the grade of Rs.57-4-77, Lingayet by caste, and (2) Mr. B.S. Sambasiva Iyer, Typist clerk, in the grade of Rs.35-4-55. (Brahmin).

5 (1) H.J. Rudrappa :-

When the post of the Accounts clerk of this office

fell vacant in August 1930, it was advertised through the Central Recruitment Board; and being a special vacancy, it was reserved for the backward community classes. Of all the nine - candidates, Mr. H.J. Rudrappa, B.A., who was working as a temporary accountant in the Mysore Serum Institute, was selected by Mr. P. Sampat Iyengar, the then Director of this Department, for the post of the Accounts clerk; and he was appointed on Rs.57/- in the grade of Rs.57-4-77 on probation for one year and was required to pass the Mysore Government Accounts (Higher) examination. At the end of one year's service Mr. Rudrappa was confirmed in the appointment from 10th October 1931; but as he failed to pass the Higher Accounts Examination, no increment in the grade pay was sanctioned to him. As Mr. Rudrappa could not pass this examination, Mr. Sampat Iyengar passed the following order on 28-3-1932, not being quite satisfied with his work - " I am not inclined to give Mr. Rudrappa the grade increment asked for "

6 I may add that it is necessary the Accounts clerk of this office must pass the Higher Accounts Examination, when - accounts for about Rs.35,000/- to 40, 000/- (including those of the Government Chrome Mines) pass through his hands. Though the previous accounts clerks were not required to pass this Examination, that should not be taken as precedent ; and I consider under the present strict audit system, such a qualification is essentially necessary.

7 Mr. Rudrappa without passing this examination took long leave for over 7 months from 14th July 1932 and went to Poona to study Law expecting to improve his prospects thereby. He has however lately returned to duty; but there is no knowing when he would return to Poona to complete the Law Course of the Bombay - University. Once he has started this Course it is naturally expected he would complete it in the near future to qualify for the Law Degree. Out of the service of 2 years and 4 months he has put in this department, he has been absent on leave for over 7 months. Thus he has been on active service for about only 1 year and 9 months, during which period he was not able to satisfy

satisfy the late Director and thereby earn the annual increment of the grade pay. So if he is anxious to continue in the Mysore Service and get on well here, it is advisable that he should continue in the present appointment longer, pass the accounts higher examination and work well so as to earn the maximum pay of the appointment in which he has been confirmed. This will give him a few years of experience of office work which would help him to secure a promotion when opportunity arises.

8 The above remarks regarding Mr. Rudrappa are not meant in any way to prejudice his interests in future. With longer experience of office work in all branches, with better perseverance, energy and care he should do well in future if he takes advantage of all possible opportunities to pick up work.

9 Under the above circumstances I am decidedly of opinion that he is <u>not yet fit</u> and <u>has not got sufficient experience</u> to take up the responsible duties of the Head clerk; and this is the very - reason why I stated in my letter " <u>not suitable at present</u> ".

10 (2) Mr. B.S. Sambasiva Iyer :-

As regards the other graduate clerk of this office, Mr. B.S. Sambasiva Iyer, he is the most junior in service of all clerks. When the post of the typist clerk fell vacant in March 1931, due to retirement, the place was advertised through the C.R.B as a general vacancy. In his letter No.3846-C.R.B. dated 14th March 1931, the Chief Secretary stated that Government desired that Mr. B. S. Sambasiva Iyer - a thrown out official of the Secretariat - might be tried in the vacancy in question. Accordingly Mr. P. Sampat Iyengar appointed Mr. Sambasiva Iyer on probation for one month on Rs.35/- in the grade of Rs.35-4-55 from 17th March 1931. He was confirmed in this appointment on 2nd May 1931. He was thus sent over here, though a less qualified typist would have gladly served on this pay.

11 After joining this office, Mr. Sambasiva Iyer completed his B.A. degree in 1931. In the short period of his service in this office for about a year and 11 months he has done only typing work and has not gained any experience in the various duties of the Head clerk; neither can I make out from his service register that he had gained much experience from other temporary posts he held elsewhere

previously.

(1) Under these circumstances I do not feel at all justified in recommending him for the post of the Head clerk, as that would mean his superseding all the other clerks who are not only senior to him in service but are drawing higher pay. Though he has obtained the B.A. degree by stages, it does not ~~follow~~ necessarily follow that he should be made Head clerk without sufficient experience in office work. He would earn Rs.55/-as the maximum pay of his present grade; and it would be advisable for him to proceed slowly without looking forward to a sudden jump by supersession at the sacrifice of the interests of the other clerks. Moreover as this would be a special vacancy under the C. R. B. rules, his case does not claim any consideration as he is a Brahmin.

(3) It has been noted in your D.O. letter that a new man may not be better. If by a new man a new graduate is meant, I will not certainly agree to the selection of such a man. What I have emphasised in my recommendation is that I want a man as Head clerk with good office experience and he should have a good general knowledge of English. Though I have asked for a graduate, it may happen that a non-graduate might have a better knowledge of English than a graduate; but as some standard of qualification is required, I consider it necessary that a graduate should be entertained. If a man with these qualifications is available from outside, I feel sure that with good office experience at his back he would be able to pick up the work of this office within a short time.

(4) With these observations, I hope I have made it clear why I have not considered the two graduate clerks fit at present to hold the position of the Head Clerk; and I trust Government will favourably consider my recommendation for direct recruitment to enable me to efficiently carry out the work of the department with the help of an able experienced Head clerk. As the pay of the post is Rs.77-6-100, I am confident that a good efficient man with sufficient office experience would be available on this pay.

(5) As already stated before, I request again that my remarks about these two young graduate clerks should not be construed to prejudice their future prospects as I hope in course of time -

they may be able to gain sufficient experience and knowledge regarding office work so as to be promoted to more responsible positions in future as occasion arises.

16 Early orders of Government for filling up the post are solicited.

Yours sincerely,

A. Rahim

23. 2. 33.

To

S. Abdul Wajid, Esquire., B.A.,
Development Secretary to Government,
Bangalore.

Appendix F G—1]

a copies (10

SUBJECT .....

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Section Genl

File No. 62-32

Serial No. b

Diary No. of letter replied to .....

No 04491

To The Wg Commg Genl

Sir,

With reference to correspondence ending with your letter No 5236-25- dated 23/2/33 regarding the filling up of the post of Head Clerk of Your Wing I am directed to request that a ~~enquire how many men are there~~ in the establishment of Your Wing is kept up to date. I am also to ~~state that~~ ~~there is not much work in~~ and ~~Your Wing it is necessary to~~ examine ~~if there is any scope for~~ reduction of the ~~number~~ of ~~clerks~~ officials of your office. Statement showing the distribution of work ~~among~~ in the Judicial Secretariat ~~Department~~ together with ~~the~~ ~~office establishment~~ Statistics of business in your office ~~during the current and the~~ ~~previous~~ years may also be furnished for the information of Govt.

General and Revenue Secretariat

( )

the 193 .

Date of issue 7/3/33

Signed by N.N.Pill

List of enclosures .....

Copied by 8/3/33

Examined by .....

Names of the officials of your office with their pay, Service and Subjects to be [illegible]

D 4491

6th March 3.

The

The Offg. Director of Geology in Mysore.

With reference to correspondence ending with your letter No.5236-25 dated 23rd February 1933 regarding the filling up of the post of Head clerk of your office, I am directed to request that a statement showing the names of the officials of your office with their pay, service and the work they are doing may be sent up early together with statistics of business in your office.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary to Government,
Development Department.

G 2

Geol. 62-32-7

GOVERNMENT OF MYSORE.

Telegraphic Address:—"GEOL."

MYSORE GEOLOGICAL DEPARTMENT,

Bangalore, 22nd March 1933.

No. 5236-29
Genl. 4

FROM

A. M. SEN, Esq., M.Sc., F.G.S., etc.,
Offg. *Director of Geology in Mysore,*
Bangalore.

DEVELOPMENT C.
24 MAR.

To.

S.Abdul Wajid, Esq., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Development Department, Bangalore.

SIR,

In compliance with your letter No.D.4491/Geol.62-32-6 dated 7th March 1933, I have the honour to forward herewith a statement showing the list of officials of this Department with their names, service, pay and the nature of work allotted to each of them and the details of business of this Office.

If, in calling for the above statement, it is the intention of Government, to effect any retrenchment in the ministerial section of the Department, I beg to state emphatically that such a measure will tend to seriously handicap the carrying on of the normal work of the department in an efficient manner considering the fact that the ministerial staff of this office consists of only a handful of men. As shown in the statement herewith appended, there is sufficient work for all the hands (in both the ministerial and drawing sections) and the nature of work assigned to everyone of them is such as to keep them all fully engaged. It is therefore not possible to reduce even a single hand. One post, viz., that of an Assistant Draftsman, has already been retrenched as it has not been filled up as per Government order No. D.2246-7/Geol. 47-32-2 dt 23-11-1932.

If any retrenchment is effected in the clerical section, it would, in addition to impairing efficiency of work, also result in its unequal distribution with accumulation of arrears which it would be difficult to clear at

at any time.

Owing to the vacancy of the Head clerk's post which has not been filled up for more than 2½ months now, the office work has fallen heavily into arrears and it is with great difficulty by working overtime, that an attempt is being made to get through the arrears. As already mentioned in my letter to you No.5236-20 dated 31st January 1933 and as detailed in the statement herewith appended, the Head clerk is practically the only case worker in this office with important items of work to do and it is requested that in the interests of efficient discharge of Government work, orders may kindly be passed at an early date for filling up the vacant post of the Head clerk.

It may also be stated for the information of Government that consequent on the retirement of Mr. N.Narasimiengar, Office Assistant and Mr. B.A.Joshi, Head draftsman, a fair amount of savings to the extent of Rs.951/- annually have already been effected owing to the revision of the grade of the Office Assistant from Rs.120-6-150 to Rs.100-10-150 and the pay of the present Head Draftsman being only Rs.62/- (that too on an acting basis only at present) in the grade of Rs.62-5-87 instead of Rs.120/- which was the pay drawn by the previous Head Draftsman and also due to the second Assistant Draftsman's place on Rs.35/- not being filled up as per Government order No.B.2246-7/Genl.47-32-2 Dt 23-11-1932.

The savings as shown above have been arrived at by calculating the average cost of the respective appointments; while in the current year, owing to the minimum pay drawn by the Office Assistant and only the acting allowance drawn by the Head Draftsman, the savings will be even more.

In the circumstances, it is requested, that the strength of the ministerial and the Drawing sections may

p.t.o..

(14

may kindly be retained at their present strength.

I have the honour to be,

Sir,

Your most obedient servant,

A. M. Sen

Offg: D i r e c t o r,

Mysore Geological Department.

Bs.22/3

15

A list of officials of the Mysore Geological Department with their names, pay, service and the nature of work allotted to each.

The ministerial staff of the Department consists at present of 1 Office Assistant and 7 clerks and the Drawing Section of a Head Draftsman and an Assistant Draftsman, (of two Assistant Draftsmen, one was retrenched in November 1932. Vide Government order No.D.2246-7/Geol.47-32-2 dated 23rd November 1932).

Their duties are as follows:-

1. Office Assistant.

Name. M.B.William.

Pay Rs.100/- in grade Rs.100-10-150

Total service under Government:- 8 years & 8 months.

Service in the Department:- 7 years & 10 months.

He is the head of the ministerial staff and is responsible for the general efficiency of office work and the prompt and speedy disposal of all office matters; immediate supervision of the work of all the seven clerks and special scrutiny of the responsible work of the Head clerk and Accounts clerk; preparation of important drafts and notes and scrutiny of drafts, notes and statements put ~~in~~ up by the Head Clerk and Accounts clerk and all accounts bills etc. before submission to the Director, Immediate control over the work of the Accounts clerk and seeing to the proper accounting of all Government moneys.

In charge of correspondence relating to confidential and personal matters, Government Chrome Mines, renewal of gold mining leases. Compilation of the General Administration Report and getting together materials for the annual volumes of the Records; Examination of files before giving disposal numbers, indexing and classification of the same and destruction of records; maintaining the Amad register of all correspondence

To and From; attending to enquiries from the general public regarding rules etc of mineral concessions in the State. In short, ~~xxx~~ does all the duties expected of an office Manager and is of general assistance to the Director in the execution of all office work.

HEAD CLERK

Pay:- Rs.77-6-100.

Vacant. He is the first grade clerk in the Department and is therefore designated as the Head clerk.

He is in charge of all general correspondence and is practically the only case worker in the office.

Maintaining of Periodical Register, Register of Output of minerals, D.C.B. registers of mining leases, prospecting and collecting licenses; maintaining registers of exploring, collecting and prospecting licenses and mining leases and the Application register in respect of the above.

Verification of the quarterly statements of output, removal and railment of chief minerals received from the lessees and licensees; assessing and demanding of royalty thereon; putting up the demand for annual rent, local, railway and education cesses in respect of mining leases including those of the gold mining companies and watching their recovery; verification of the quarterly statements of ore railments received from the lessees and licensees with those of the M & S.M. and the Mysore Railways and effecting necessary reconciliation between them and attending to correspondence in connection therewith.

Correspondence relating to applications for Licenses and Certificates of approval and issue of all mineral licenses and leases; preparation of the quarterly and half-yearly mineral statements and the quarterly D.C.B. statements.

Verification of the quarterly statements of the

of the production of lesser minerals received from the several Districts; initiating correspondence for effecting reconciliation regarding differences observed as regards output, value etc; comparing the value of lesser minerals obtaining in the several taluks of the district and compiling the above statements according to minerals and districts with details of output, value, labour employed, hours of working and wages earned in respect of each taluk for submission to the Geological Survey of India through Government. The volume of work in connection with the compilation of the lesser minerals statistics is very great and it occupies a good deal of time.

Comparing fair copies of drafts before submission to the Director for signature.

3. Accounts clerk:-

Name:- Mr. H.J. Rudrappa.

Pay:- Rs.57/- in grade Rs.57-4-77.

Total service under Govt:- 3 years & 1½ months:

Service in the Department: 2 years & 5 months:

He is in charge of cash and all accounts work of the department.

Maintaining the Cash register, contingent order book and contingent register of expenditure under all heads; Pay and T.A. acquittance rolls; general Receipts Register, stock registers and the Furniture register; maintaining the service registers of the non-gazetted staff of the department and posting them up-to-date; maintaining of separate accounts registers of receipts and expenditure in connection with the supply of raw materials to the Mysore Iron Works and the Government Porcelain Factory (these supplies having now become one of the regular features of the work of the Department) maintaining the register relating to the Personal Deposit Account and preparing the monthly statement of expenditure together with plus and minus memo for submission to the Comptroller; maintaining the analysis fee register.

Receipt and disbursement of pay and T.A. to the establishment and TA & officers; preparation of D.C. bills, establsihment pay and T.A. bills; preparing the budget estimates of the Department and the annual schedule of establishment and the annual income-tax return; verification of the Comptroller's monthly statements of mining revenue statistics and the monthly statements of mining revenue and Geological receipts and initiating correspondence between the Treasury officer on the one hand and the Comptroller on the other for effecting reconciliation between the figures, xexy verifying the Comptroller's monthly statement of departmental expenditure and attending to other correspondence relating to accounts matters.

Disposal of refund cases and preparation of refund bills; preparxing the monthly statement of Byrapur and Talur chrome mines accounts and preparation of the several quarterly and half yearly C.R.B. statements and other returns.

Clerk in charge of
Records, Tents & stationery:

Mr. P.Venkataswamy Naidu.

Pay Rs.67/- in grade Rs.45-4-67.

Total Service: 18 years & 11 months;
Service in the Department:- 13 years & 4 months

He is in charge of office files and scientific journals; maintaining registers of List of files and the Index register of files of the department; systematic filing of papers and putting up references; arrangement and preservation of all office records; maintaining issue and receipt registers of all files given for reference in the office; registration of scientific journals received in the department; record and distribution of the various journals to the several officers of the Department;

In charge of Tents and Tent equipage and Camp furniture; maintaining a Register of tents in stock in the

the department and issuing them to and receiving them back from the officers and maintaining a record of these transactions; seeing to the tents being maintained in serviceable condition and attending to necessary repairs etc.

Also in charge of stationery and Forms; preparing the annual indent for the above; maintaining a register for issue of stationery and forms and attending to requisitions from the officers and officials for the supply of the above.

5. Library clerk:-

Name Mr.M.Ramaswamaiya.

Pay Rs.55/- in grade Rs.35-4-55.

Total service: 25 years & 8 months.

Service in the department:- 15 years & 5 months.

In charge of the Library of the Department consisting of 8,201 volumes; maintaining the catalogue of the Library and posting it up-to-date as each publication is received; maintaining the Library Issue Register, Accession Register and the Register of books issued to officers for reference in the Department and also Register of Departmental publications; maintaining a register of exchange publications averaging about 30 a month and distribution of these among the several officers of the Department. He is in charge of proof correction relating to Departmental Records and the Annual Administration Report.

He also does in addition the duties of a relieving clerk and attends to typing; attends to requisitions for books and other references from the Departmental officers and the Professors and students of the Central College; and getting the weekly and monthly journals bound into annual volumes.

(continued)

6. Laboratory & Museum clerk:-

Name:- Mr.C.Padmanabha Rao.
Pay:-Rs.55/- in grade Rs.35-4-55.
Total service :- 16 years & 3 months.
Serivee in the Deptt: ,, ,,

He is in charge of the geological Laboratory, Museum and scientific stores, tools and implements. Being trained in the technical work of the department he is of great use in the arrangement and maintenance of the Laboratory and the museum; arranging and cataloguing of the numerous mineral specimens and samples; maintaining the stock registers of the scientific instruments etc; issuing to and receiving back from officers scientific instruments and other materials connected therewith and maintaining a register of such transactions; attending to visitors to the Museum and complying with their requisition for samples etc; also in charge of supplying, packing and despatching mineral ore samples etc. and attending to ~~other~~ such requisitions received from the moffusil; in charge of the annual Dasara Exhibition work of the department which takes about a month and a half for making the necessary arrangements;

In emergent cases, attends to the executive work of the department, such as despatch of ore to the Mysore Iron Works and other indenting departments; renders general Laboratory assistance to the officers of the department and also attends to their requisitions of a miscellaneous character.

Follows the Director while on tour as camp clerk.

7. Registering and Despatching clerk

Name:- Mr.R.S.Ramaiah.
Pay Rs.43/- in grade Rs.35-4-55
Total service:- 9 year & 11 months.
Service in the department:- 4 years & 3 months.

Registration of "FROM" letters received in the office and registration of "TO" letters despatched from the office; maintaining the current register and giving dis-

disposal numbers to files; attending to packing and despatch of the annual Records volume and departmental bulletins; is in charge of service stamps and the maintaining of a register for the proper accounting of the stamps used; also does the duties of a relieving clerk.

TYPIST:-

Name:- Mr. B.S.Sambasiva Iyer. Pay Rs.39/- in grade Rs.35-4-55. Total service:- 3 years and 11 months with a break of service of 3 days in the Secretariat. Service in the Department:- 2 years.	Typing all matters relating to the routine work of the department such as drafts and statements prepared by the Office Assistant, Head clerk and Accounts clerk; typing the scientific and field work reports received from the officers of the department and their inspection reports of the several mining lease and prospecting and other license blocks; typing the annual reports of the several officers of the Department submitted in connection with the Dasara Brief Report and the General Administration Report and typing the Dasara Brief Report and the General Administration Report submitted to Govt; also typing all reports and statements furnished by the officers in connection with the publication of the Annual volumes of the Records and other Departmental Bulletins; typing the chrome mines monthly reports and other matters relating thereto.

The work allotted to each of the officials as shown above keeps them fully engaged.

(continued)

2V

DRAWING SECTION.

This section consisted of a Head Draftsman and 2 Assistant Draftsmen. But one Assistant Draftsman was retrenched in December 1932 as per Government order No.D.2246-7/Geol.47-32-2 dated 23rd November 1932. Hence the work hitherto done by three officials had to be distributed between the two. Their duties are as follows:-

1. Head Draftsman:-

Name:- Mr. K.Shankar Rao.
Permanent pay Rs.40/-
Acting on Rs.62/- in grade Rs.62-5-87; draws a salary of Rs.40/- plus an acting allowance of Rs.12-6-0 = Rs.52-6-0.
Total service:- 25½ years.
Service in the Dept. do-

In charge of mapping section, maintenance of a consolidated Geological topo sheet set, preparation of departmental maps, special drawings etc. and correspondence connected therewith. Record of areas applied for and granted for prospecting and mining purposes and submission of maps in respect thereof; preparation and colouring of the geological mineral and soil maps and those of micro-sections and geological sections; maintaining the stock register of all maps etc.

2. Assistant Draftsman:-

Name:- Mr. B.Venkatachar.
Permanent pay:- Rs.35/-
Acting on Rs.40/-
Total service 17½ years.
Service in the deptt. do

Preparation of sketches and maps for prospecting licenses and mining leases; preparation of enlargements from topo sheets for the field work of the officers and rendering general assistance to the Head Draftsman in respect of the various items of work noted above. Printing of museum and exhibition cards; preparation of charts showing output of chief of minerals, royalty realised etc. for the Dasara Exhibition. Preparation of plans and sections of the Byrapur and Tallur chrome mines.

23

The work of the Head Draftsman and the Assistant Draftsman being of a highly technical nature, much time and energy have to be devoted for their special kind of work. Besides the work that was hitherto allotted to 3 hands has now to be got through by only two owing to the reduction of 1 hand. The respective duties of the Head and the Assistant Draftsmen keep them fully engaged.

OFFG: D i r e c t o r,
Mysore Geological Department.

Bs.22/3

Statistics of Business.

211

I. a) No. of communications received in the office per year (average) 1567

b) No. of letters despatched per year (average) 1661.

II. a) No. of mining leases current. 35

b) No. of Prospecting & Collecting licenses issued or renewed per year (average) 15

c) No. of Certificates of Approval issued or renewed per year (average) 16

III. No. of statements submitted to Government and other Departments

(vide list attached).

1567/12

130/25-/

Offg: Director,

Mysore Geological Deptt.

Bs.22/3

III. No. of statements submitted to Government and other departments.

a) Mineral statements:-

Quarterly	1
Half-yearly	1
Annual	2
Total	4

b) Other statements.

Monthly	3
Quarterly	3
Half-yearly	3
Annual	3
Total	12
Total of (a) & (b)	16.

For details of statements vide list attached.

OFFG; Director,
Mysore Geological Dept.

Bs.22/3

List of Statements.

I. Mineral statements:-

1. Quarterly to (a) Chief Inspector of Mines in Mysore.
   (b) Commissioner of Income-tax in Mysore.
2. Half-yearly to Government.
3. Annual statement of the production of lesser minerals in the State to Geological Survey of India through Government.
4. Do do do of the production of lesser minerals in the State.

II. Other Statements.

5. Monthly list of references pending in the Secretariat.
6. do statement of expenditure of Govt. Chrome Mines.
7. do of retirements.
8. Quarterly D.C.B. statements.
9. do C.R.B. ,,
10. do Court Decree statements.
11. Half yearly Dismissal statements.
12 & 13. do "C" statements of C.R.B.
14. Annual C.R.B. statement of the non-gazetted staff of the department.
15. Annual schedule of Establsihment.
16. do Return of Income tax.

Offg: Director,
Mysore Geological Deptt.

Bs.22/3

3 copies.

Appendix F G—1]

SUBJECT .....

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27

Section Genl

File No. 62-32

Serial No. 8

Diary No. of letter replied to .....

No. D.5087

To The Govt of Genl

Sir,

With reference to correspondence ending with your letter No 52-36-29 dated 23/3/33 re: the filling up of the post of Head clerk in your office, I am directed to state that an examination of the Statistics of work and of the distribution of work furnished by you shows that there is no need for filling up the post of Head clerk now vacant. A this reduction in the strength of the staff should neither impair efficiency nor lead to any accumulation of

General and Revenue Secretariat

( )

the *193* .

Date of issue 6/4/33

Signed by for M.C. Wis

List of enclosures .....

Copied by 6/4

Examined by .....

accordingly
28 form to request that
work. the necessary readjustment
of work among the available staff
may be made.

Please etc.

25/4/33
for Asst Secy

D. 5088 of 24/4/33

Copy to the Comptroller for information

B.O

25/4/33
for Asst Secy.

D 5087
Genl 62-32-8

8th April 29 3.

The

The Director of Geology in Mysore.

With reference to correspondence ending with your letter No.5236-29 dated 23rd March 1933 re. the filling up of the post of Head Clerk of your office, I am directed to state that an examination of the Statistics of work and of the distribution of work furnished by y u shows that there is no need for filling up the post of Head Clerk now vacant and that this reduction in the strength of the staff should neither impair efficiency nor lead to any accumulation of work. I am accordingly to request that the necessary readjustment of work among the available staff of your office may be made.

I have the honour to be,
Sir,
Your most obedient servant,

Sd. S. Abdul Wajid.
Secretary to Govt. Revt. Deptt

TD.2.

Memo,No. 8 SD 88

Dated,Bangalore the 8th April 1933.

Copy of the above is forwarded with compliments to the Comptroller to Government for information.

By order,

Secretary to Government,

Development Department.

TD

Geol. 62-32-9

GOVERNMENT OF MYSORE

DEVELOPMENT BRANCH.

Telegraphic Address:—"GEOL."

5236-32

No. ~~Geol. 7/32-33~~

MYSORE GEOLOGICAL DEPARTMENT.

Bangalore, 3rd May 193 3.

4367

FROM

A. M. SEN, ESQ., M.SC., F.G.S., etc.,

~~Dir~~ *Director of Geology in Mysore,*

Bangalore.

DEVELOPMENT SECN.

5 MAY 1933

To

S.Abdul Wajid, Esq., B.A.,

Secretary to the Government of

His Highness the Maharaja of Mysore,

Development Department, Bangalore.

SIR,

Adverting to the correspondence ending with your letter No.D.5387/Geol.62-32-8 dated 8th April 1933 intimating that for reasons adduced, the post of the Head clerk need not be filled up, I have the honour to submit that there is an imperative need for filling up the vacancy as early as possible, as great inconvenience has been caused to this department by keeping the post unfilled for the past four months. So I beg to request that the matter may kindly be placed before Government for their reconsideration in the light of the following facts:-

2. A reference to the statement showing the distribution of the work of this office forwarded with my letter No.5236-29 dated 23rd March 1933 will show that the Head clerk is the most responsible official among the clerks and as such he should possess good office experience to discharge his duties efficiently. He is entrusted with very important items of work which form the bulk of the office work. He is not a supervising official as the designation seems to suggest but he is the chief clerk of the office to whom is assigned very important items of work such as correspondence, mineral concessions, demand and collection of departmental revenue and the compilation of mineral statistics. To keep this post carrying with it such heavy responsibility unfilled is to leave much of the

office work unattended to, thereby insufficiently appreciating the work which ranks in importance next to the scientific work of the Department.

3. Such responsible duties, I beg to submit, do not lend themselves to be distributed piecemeal among the other members of the clerical staff. From a personal knowledge of the work, it has been found that such responsible duties cannot be discharged efficiently and satisfactorily if so distributed.

4. Excluding the Office Assistant who occupies a position similar to that of an Office Manager with a separate and definite sphere of work of his own and the Head Clerk whose place is yet unfilled, there are at present six officials. Of this number, one is exclusively drafted for Geological Laboratory work, Museum and executive work of the department connected with Mineral Survey and Prospecting. From the nature of the work turned out by this official, it is seen that he is more like a Laboratory Assistant; and in fact he has scarcely any time to attend to the duties of a clerk and he should not therefore be included in the clerical staff. Five clerks are thus left and these are kept fully engaged with the work that has been assigned to each one of them, as stated in my letter of 23rd March 1933.

5. At present, the Office Assistant has been doing a greater portion of the Head Clerk's work in addition to his own with the result that he is overworked and consequently has been made unable to supervise and review the work of the other clerks, specially the accounts work and mineral statistics. This portion of the work has therefore devolved on me, particularly that of accounts and in order to get through the work, I have been obliged to do what under ordinary circumstances is expected of the Office Assistant. This, I find, greatly interferes with the administrative and

and scientific work of the Department which demand my immediate attention. This I beg to submit is hardly a satisfactory state of affairs and under such conditions, it is inevitable that office work should fall into arrears and effieiency impaired. Being a scientific department the volume of work done cannot be judged by mere statistics of business.

6. I beg to point out that this reduction in the strength of the staff by not filling up the responsible post of the Head clerk has handicapped me badly and has led to accumulation of work. My time is so much taken up in looking after the office administration work that hardly any time is left to me for scientific work. My predecessors in office were always ably assisted by a good executive as well as clerical staff and the work of the department was carried on efficiently and satisfactorily. If the same standard of efficiency in office is to be maintained, I strongly appeal to Government not to handicap me by disallowing the services of an experienced Head Clerk.

7. If economy is the principal object of Government, then I have already pointed out in the 2nd para on page 2 of my letter No.5236-29 dated 22nd March 1933 that a saving of Rs.951/- annually has already been effected owing to the revision of the grade of the Office Assistant from Rs.120-6-150 to Rs.100-10-150 and the pay of the present head Draftsman being only Rs.62/- (on an acting basis at present) in the grade of Rs.62-5-87 instead of Rs.120/- which was the pay drawn by the previous head Draftsman and also owing to the second Assistant Draftsman's place on Rs.35/- not being filled up. If it is the intention to effect any further saving, I beg to submit that it would be done at the sacrifice of efficiency of administrative work of the department.

8. Under these circumstances, I earnestly beg to request that Government may be pleased on reconsideration to permit the filling up of the post of the Head Clerk immediately, by direct recruitment through the Central Recruitment Board, as already suggested in my letter No. 5236-20 dated 31st January 1933. Favourable orders of Government in the matter are solicited at an early date.

I Have the honour to be,

Sir,

Your most obedient servant,

A. McLeay

D i r e c t o r,

Mysore Geological Department.

Bs.3/5

Appendix F G—1]

SUBJECT .....

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Section Genl

File No. 62-32

Serial No. 10

Diary No. of letter replied to .....

No. 10576

To Dist of Asst Genl

Sir,

General and Revenue Secretariat

( )

the *193* .

With reference to your letter No 5-236-32 dated 3/5/33 requesting sanction for ~~requesting that the~~ filling up the post of Head clerk of your Dist, I am directed to state ~~that the statistics~~ furnished by you do not justify the necessity for a ~~Head clerk~~ that the present arrangement may be tried for some time longer.

Yours, etc

Date of issue 18/5/33

Signed by [illegible]

That Govt are not convinced of the necessity for a Headclerk

List of enclosures .....

Copied by [illegible] 17/5

Examined by .....

SEC 16/5

Dr Dist Sy

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. D 5869 Dated, Bangalore, 17th May 1933.

From Ecf 62-32-10

The *Secretary to the Government of His Highness the Maharaja of Mysore*
Development Department.

To

The Director of Geology
in Mysore, Bangalore.

Sir,

With reference to your letter No.5236-32 dated 3rd May 1933 requesting sanction for filling up of the post of Head Clerk in your office, I am directed to state that Government are not convinced of the necessity for a Head Clerk and that the present arrangement may be tried for some time longer.

I have the honour to be,
Sir,
Your most obedient servant,

Your dept

For Secretary to Government,
Development Department.

TSS.